



July 17, 2023

Dear Vendors,

Thank you for your interest in the 30th Annual Pumpkin Festival at AGRIsapes, Cal Poly Pomona, September 30<sup>th</sup> – October 29<sup>th</sup>. We saw a nice increase in interest with the craft vendors last year and expect even better things in the year ahead.

Here are the highlights:

- The Pumpkin Fest will cover all 5 weekends in October, each featuring the same activities and attractions with a capped maximum attendance of 8,000 people / day on the weekends
- The event will be open Friday – Sunday (Except the First Weekend – Saturday – Sunday) with an admission fee every day. Vendors may participate in a minimum of 2 up to all 5 weekends (Friday / Sunday) event hours are 10am to 7:00pm.
- Admission tickets may be purchased in advance online via our website - [pumpkinfestival.cpp.edu](http://pumpkinfestival.cpp.edu) or at the event if available.
- **The Marketplace** is where artisan vendors will be located in a central location near the entrance to the Pumpkin Field area
- We're very pleased that Ana and Don from Ragdolls with Love will be coordinating the Craft / Demonstrator area at this year's Festival. You will be receiving information from them once your application is processed.
- The Application Fee is \$75 per vendor to be included. The Event Percentage Fee will again be 15% of Gross Sales to be paid at the close of business each day. Submitting an application is not a guarantee of inclusion in the event.

Please fill out and return the Application Form below. **DO NOT SUBMIT APPLICATION FEE PAYMENT OR INSURANCE DOCUMENTS UNTIL YOU RECEIVE CONFIRMATION OF ACCEPTANCE.**

If you have any questions, please feel free to contact us via e-mail at [pumpkinfestival@cpp.edu](mailto:pumpkinfestival@cpp.edu). Additional event and ticket information is available on our website: [pumpkinfestival.cpp.edu](http://pumpkinfestival.cpp.edu)

We look forward to your participation in the Festival this year!

Craig Walters  
AGRIsapes Director  
Festival Chairman  
Cal Poly Pomona  
(909) 869-2780  
[chwalters@cpp.edu](mailto:chwalters@cpp.edu)

# **PUMPKIN FESTIVAL**

## **Artisan Vendor Terms, Conditions & Application**

### **September 30<sup>th</sup> – 29<sup>th</sup>, 2023 Event**

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#### **NON-FOOD VENDOR BOOTH**

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The Pumpkin Festival is a fun Family Oriented event and we want to provide a great experience for our guests. Your cooperation and assistance before and during the event is extremely important.

You must be specific in descriptions of items to be sold, only artisan / handmade items may be sold. Food, water or beverage items may not be sold without written authorization by the Cal Poly Pomona Pumpkin Festival.

Vendors must stay within their assigned spaces and out of emergency lanes at all times. Trailers & vehicles are not permitted in the assigned space without prior approval. Placement of vendor booths is according to the needs of the event, specific spaces may be requested but not guaranteed. Booths may not be moved at any time unless authorized by event staff. Vendors that violate the guidelines shall be shut down and all fees withheld.

Vendor is responsible for and must provide your own canopy, tables, chairs, change, etc., parking will be designated, vendor parking spaces do not allow arrivals or departures during event hours.

Booth Space 10' x 10', larger sizes may be available on request

In 2023, vendors will be allowed to participate in a minimum of 2 up to all 5 weekends.

#### **Participation Fees:**

- Vendor Application Fee - \$75 payable after confirmation of application
- Event Percentage Fee - 15% of gross sales payable at closing each day

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#### **VENDOR MOVE-IN**

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1. Due to a special Preview Night Event on September 29<sup>th</sup>, Vendors must set-up on Saturday morning September 29<sup>th</sup> between 7AM and 9:30AM. The Vendor Entrance will open at 7:00am on South Campus Drive just past Temple Ave. on Saturdays, all vehicles MUST be out of the event area by 9:30AM on Saturday & Sunday. More details will be provided closer to the event.
2. Vendor Parking will be provided on site but vehicles may not be removed between 9:30am and 6pm at the discretion of the University Police.
3. Vendor spaces must be occupied by 9:45AM on Saturday & Sunday and be staffed at all times until 7:00PM
4. On site vendor vehicles will NOT be allowed into the area until after 7:00pm at the discretion of the University Police.

## **CONDUCT**

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Instructions by the Cal Poly Pomona Pumpkin Festival staff must be respected at all times. Failure to do so will result in removal from the event without refund of fees. If at any time you have questions, comments, or complaints about the Pumpkin Festival, its rules and regulations, or its staff you are always welcome to contact event management, at the Information Booth.

## **REFUNDS**

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There will be NO refunds for any reason, including rain. All attempts will be made to continue with the event within the requirements for health and public safety.

## **SAFETY**

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1. Upon arrival at the event, stop at the Check-In Booth for instructions, please proceed when directed to your vendor space(s) & contact the area coordinator.
2. Motorized vehicles of any kind are not allowed by vendors during the event.
3. No pets, drugs, or weapons permitted.
4. The Pumpkin Festival is a No Smoking Event.
5. Please drive safely and do not exceed 5 mph at any time.
6. When leaving the event, please proceed directly to the closest exit location.

## **RESPONSIBILITY**

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Neither Cal Poly Pomona Pumpkin Festival nor the Cal Poly Foundation is responsible for theft or damage to property belonging to persons participating in the event. Nor does the Cal Poly Pomona Pumpkin Festival or Cal Poly Foundation assume any responsibility for items left unattended during and after the event.

## **INSURANCE**

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All vendors may be required to provide current general liability insurance. The certificate must be from a carrier that has a rating of A or better with a financial rating of 7 or better, in an amount not less than \$1,000,000 for injuries, including accidental death, to any one person, and subject to the same minimum for each person, in an amount not less than \$1,000,000 for each accident and property damage insurance in an amount not less than \$500,000. The certificate must have the following endorsement:

***“the State of California, the Trustees of the California State University, the University, ASI, Cal Poly Pomona Foundation and the employees, officers, and agents of each of them are included as additional insured”***

**I have read and understand the terms and conditions above.**

**Entrant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# PUMPKIN FESTIVAL

## NON-FOOD VENDOR APPLICATION FORM

September 30<sup>th</sup> - October 29<sup>th</sup>, 2023

Applications must be received by September 1, 2023

### Vendor/ Information:

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

### Description of item(s) to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Booth Size Requested \_\_\_\_\_ Special Request \_\_\_\_\_

Vendors are invited to participate in up to 5 Weekends in October, please circle the dates you will attend: Sept 30<sup>th</sup> & Oct 1<sup>st</sup> / 6<sup>th</sup> & 8<sup>th</sup> / 13<sup>th</sup> & 15<sup>th</sup> / 20<sup>th</sup> & 22<sup>nd</sup>/ 27<sup>th</sup> & 29<sup>th</sup>

I agree to abide by all rules, regulations and restrictions set forth by the Cal Poly Pomona Pumpkin Festival. I understand that I am fully responsible for my equipment, products, contents, and transportation of said items, and permits required. I agree to release the Cal Poly Pomona Pumpkin Festival and Cal Poly Foundation staff and event management from all liability for any damage, injury, or property loss during this event. I agree to provide an accurate and truthful accounting of sales at the close of business each day. I understand a 15% commission on total sales will be collected at the end of each Festival day.

**I have read and understand the agreement and information above.**

Entrant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You will be contacted via email when your registration is received and accepted with further instructions. If you have questions please contact us via e-mail at [pumpkinfestival@cpp.edu](mailto:pumpkinfestival@cpp.edu)

Scan & Email all Forms to: [pumpkinfestival.cpp.edu](mailto:pumpkinfestival.cpp.edu)

For more information, contact: Craig Walters (909) 869-2780 or [chwalters@cpp.edu](mailto:chwalters@cpp.edu)

Office Use: Approved to sell the above items: _____ Date: _____
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